

# **HUMAN RESOURCES DIRECTOR**

FLSA Status – Exempt

EEO Code – A/Officials and Administrators

Class Code – M102

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## **GENERAL DESCRIPTION OF THE DUTIES**

This position is directly responsible for the overall administration, coordination, and evaluation of the following Human Resource functions, including, but not limited to personnel policies, practices and programs, classification and compensation, recruitment and selection, health and wellness, risk management, workers' compensation, training, performance management, and is a participative member of the Management's collective bargaining team. Responsibilities include developing, implementing, and evaluating the Human Resources mission, vision, values, goals, strategic plan, programs, and policies. The Human Resources Director is a member of the City's Management Team. This position is responsible for a variety of highly confidential and sensitive information.

## **SUPERVISION RECEIVED**

This position receives general direction from the City Manager.

## **SUPERVISION EXERCISED**

Supervision is not a function assigned to this position. Will provide training and orientation to new personnel on City policies and practices.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Manages and coordinates the organization, staffing, and operational activities for human resources including recruitment, classification, compensation, equal employment, orientation, and training.
2. Organizes, develops, and directs activities connected with employment, recruitment, and candidate selection processes. Assures compliance with recruitment policies and procedures. Coordinates and participates in reviews of applications, candidate interviews, verification of skills and abilities, references, and pre-employment testing.
3. Coordinates and /or participates in various Human Resources activities such as the development and implementation of goals, objectives, policies, and priorities for human resource programs including developing and maintaining communications materials.
4. Consults with management and employees to resolve sensitive and significant personnel issues such as grievances, communications difficulties, etc. Meets with employees, supervisors, managers, and directors to resolve employee conflicts, problems, concerns, and to resolve sensitive or controversial issues. Investigates grievances and complaints and recommends resolution. Advises management on corrective action and strategies for handling corrective action and addressing performance deficiencies. Provides instruction and resources to management staff

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- regarding good employee relations policies and practices and contract interpretation and application.
5. Conducts research, develops strategies, and participates in all matters relative to collaborative labor negotiations and third party resolution to labor disputes.
  6. Develops and recommends personnel policies.
  7. Provides professional and technical assistance to City employees on personnel matters such as job design, professional development, supervisory and employee relations, compensation, and policies.
  8. Ensures that position descriptions are current and reflective of work performed.
  9. Plans and oversees periodic research of competitive wages, and personnel practices to determine changes in City programs.
  10. Conducts analysis and evaluation of jobs for pay determination purposes. Recommends pay grade assignments to the City Manager and appropriate department heads on all City positions.
  11. Plans, develops, and conducts new employee orientation programs which foster positive employee relations and understanding of the City's goals.
  12. Oversees training and development by identifying training needs. Locates and recommends training programs, approaches, and consultants. Coordinates external training events as needed.
  13. Works in conjunction with the department director and City Manager as the City's Management Team when planning for and conducting labor negotiations.
  14. Establishes and maintains effective working relationships with people contacted in the course of work including managers and supervisors, union representatives, employees, representatives of other agencies and community groups, media representatives, and citizens.
  15. Stays informed on local, state, and federal laws and discipline procedures.
  16. Advises and coaches employees on career development.
  17. Assists the City Manager with the City's Risk and Safety Program. Provides support staff and training resources to Safety Committee. Serves as a liaison with insurance carriers and monitors the workers' compensation program. Identifies safety and health issues and ways to minimize workplace accidents. Examines accident claims. Assures City compliance with ADA requirements.
  18. Acts as the Americans With Disabilities Act Coordinator and Section 504 Coordinator for the City.
  19. Coordinates workers' compensation reporting from the City to the City's insurance carrier.

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## OTHER JOB FUNCTIONS

1. Maintains professional currency by participating in professional conferences and training, and engages in on-going knowledge and skill development in human resource management.
2. Performs other duties as assigned.

## KNOWLEDGE, SKILLS, AND ABILITIES

### **Knowledge of:**

- Recruitment theories and principles.
- Job analysis techniques.
- Health benefits programs.
- Health insurance issues.
- Training theories and principles.
- City and departmental policies and procedures
- Budgeting and fiscal monitoring;
- Policy development;
- Local, state and federal laws governing human resources; and
- Personal computers and related software applications.

### **Skills in:**

- Communicating clearly and effectively both orally and in writing;
- Analyzing problems and developing solutions;
- Interpreting and applying complex policies and procedures;
- Using resourcefulness and tact in explaining difficult procedures and regulations to elected officials, senior managers, and members of the general public;
- Screening and interviewing applicants;
- Applying excellent internal and external customer service skills
- Making presentations and developing reports that may include technical information;
- Researching, analyzing, and summarizing data;
- Preparing reports and legal documents;
- Resolving conflicts; and
- Using techniques to maintain and secure confidential information.

### **Ability to:**

- Establish and maintain effective working relationships with employees, officials, committees, and the general public;
- Maintain high standards of confidentiality, integrity, and diplomacy; act with courtesy and tact during stressful and/or confrontational situations;

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- Communicate effectively with coworkers, management, elected officials, and the general public; and display excellent interpersonal skills and awareness of controversial and/or sensitive issues;
- Read, understand, interpret, and apply complex documents such as the contracts, labor agreements, insurance documents, and state and federal regulations;
- Organize facts and present recommendations in a clear, concise, and logical manner;
- Effectively administer a variety of human resource services and activities;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Develop skills assessments;
- Perform job analysis;
- Write job descriptions;
- Conduct salary survey processes;
- Coach supervisors and employees on conflict resolution;
- Receive work direction and suggestions;
- Operate a computer, calculator, telephone, fax machine, and other related office equipment; and
- Manage multiple priorities.

## **EDUCATION AND EXPERIENCE**

A typical way of obtaining the knowledge, skills and abilities outlined above is to have obtained a Bachelor's degree in Business, Public Administration, Human Resource Management, or a related field, and six years in a related field or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position; or any equivalent combination of education and experience and training that demonstrates the knowledge, skills, and abilities necessary to perform the essential duties of the position is required.

In addition the ideal candidate should have HR experience in class/comp, recruitment and selection, benefits and compensation, safety and training, and general administration. A Master's degree in Public Administration, Human Resources, or related field may substitute for up to two years of experience.

## **Licensing and Other Requirements:**

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards. Certification from IPMA (IPMA-CP [Certified Professional], or IPMA-SCP [Senior Certified Professional], SHRM certification of SCP (Senior Certified Professional) or CP (Certified Professional); and/or the Human Resource Certification Institute (HRCI) certification of PHR (Professional in Human Resources) or the SPHR (Senior Professional in Human Resources) will be required within the first twelve months of employment in this position.

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## **PHYSICAL DEMANDS OF THE POSITION**

This position involves decision-making, interpersonal skills, teamwork, creativity, customer service, fluent English, use of discretion, basic math, and independent judgment. The person working in this position must be able to communicate, reach, use repetitive motion of hands/wrists; and push, lift, pull, and carry 10 pounds. The work requires extensive computer work. Qualified individuals with a disability will be reasonably accommodated to perform the essential functions of this position.

## **WORKING CONDITIONS**

Work is performed primarily in an office environment and occasional evening meetings are required.

Adopted By \_\_\_\_\_ Date \_\_\_\_\_  
(City Manager)

**Established: 04/16**